

**The Department of Social Services
Job Opportunity
Public Assistance Consultant**

ANTICIPATED VACANCY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Department of Social Services is presently recruiting for a Public Assistance Consultant position to be assigned in the Division of Fraud & Recoveries in Central Office.

Posting Date: May 12, 2006

Closing Date: May 26, 2006

Open To: State Employees

Location: 25 Sigourney Street, Hartford, CT

Position: Public Assistance Consultant: SH-26

Salary: \$60,056.00 - \$76,126.00

PURPOSE OF POSITION: Accountable for coordinating program/policy planning, development, implementation & monitoring for a major agency project, program or initiative.

GUIDELINES FOR CLASS USE: Incumbents in this class perform a variety of work responsibilities that support the efforts of staff who are responsible for carrying out program activities or program administrative support activities. All incumbents are program experts who apply knowledge of a group of agency programs to the development or revision of agency policy or operational procedures, the review and proposed regulations or statutes, the performance of cost/benefit analysis and the development of program and service delivery models. Positions are restricted to Central Office Program Units, which provide coordination of and consultation about Agency programs including interpretation of statutes, regulations, policy and/or procedures for program administration staff.

EXAMPLES OF DUTIES: Coordinates program/policy planning, development, implementation & monitoring for a statewide program, program initiative, or project; leads project teams or participates in program development, implementation and monitoring activities; develops budget estimates and performs cost benefit analyses; analyzes and evaluates existing and proposed programs/policies to determine feasibility & impact on quality of service; conducts trends analysis and quantitative analysis regarding program operations and fiscal

issues; develops requests for proposals, selects or participates in the selection of vendors, develops contracts, monitors contracts and approves payments; develops spending plans for contracted services; negotiates with federal officials and develops waivers of federal regulations for state public assistance and health care initiatives; negotiates with outside legal representatives and responds to challenges of programs criteria; analyzes federal and state statutes, regulations, etc. for program impact; coordinates activities of project or program staff to meet program goals and project deadlines; prepares comprehensive reports on the status of planning and program development efforts; acts as liaison with state, federal and community agencies regarding assigned programs/projects to ensure service delivery and provide problem resolution; provides technical assistance to field staff; may draft legislative proposals for agency program initiatives; may prepare draft regulations and coordinate regulations review process for assigned program areas; may conduct public hearings regarding proposed policy changes; may testify before legislative committees regarding agency or legislative program initiatives; may provide support to regional/central office operations by translating program requirements into data system specifications and testing and releasing changes in operating systems based on changes; may provide support and technical assistance to system users including training in new procedures; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE/SKILL & ABILITY:

Considerable knowledge of social service programs, considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of principles of public administration; knowledge of community organizations and social service agencies; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan, organize & coordinate complex programs; ability to interpret complex written material including legal narrative, legislation & regulations and assess the impact of these on programs.

EXPERIENCE & TRAINING:

General Experience:

Eight (8) years of professional experience in a social services program.

Special Experience:

One (1) year of the General Experience must have been in a lead or consultative capacity with responsibility for case review and evaluation and/or technical policy interpretation and implementation at the level of Lead ESW, Lead Investigator, Program Assistance Specialist or Social Worker.

APPLICATION PROCEDURE:

Interested candidates should mail an "original" PLD-1 and cover letter on or before **May 26, 2006, close of business** to:

Flora Alling, Personnel Officer
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

Note:

Consideration will be given to Re-employment/SEBAC candidates as required. Candidates must be lateral transfers or reside on the current exam list for this Classification.